

**CITY OF BRYAN
JOB DESCRIPTION – 5013**

Working Title: POLICE CLERK – Transcriber/Typist

Career Ladder: BUSINESS OPERATIONS

Level: 120

Division: CRIMINAL INVESTIGATIONS

Department: POLICE

SUMMARY AND PRIMARY FUNCTION

Primary function is to transcribe tapes and answer phones in the Criminal Investigations Division of the Police Department. May perform a variety of routine and complex clerical, administrative work in keeping official records, providing administrative support and assisting in the administration of the standard operating policies and procedures of the Police Department.

PRIMARY DUTIES

Transcribe reports from Dictaphone.

Compose, type and edit a variety of correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.

Perform routine clerical and administrative work in answering phones, receiving the public, providing customer assistance, cashiering, data processing, and bookkeeping.

Process incoming and outgoing mail.

Perform related duties as required.

QUALIFICATIONS AND SKILLS

High school diploma or equivalent, plus some course work or computer training beyond high school.

1-2 years related experience in office environment, preferably including some customer contact.

Demonstrated capability in use of standard office equipment and machinery.

Demonstrated capability in operating a personal computer and in using standard word processing and spreadsheet applications.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to transcribe and type reports.

Ability to perform cashier duties accurately.

Ability to handle stressful situations.

Good verbal and written communication skills; good interpersonal and organizational skills.

Knowledge of accounting principles and practices helpful.

Bilingual (Spanish/English) skills preferred.

SPECIAL REQUIREMENTS AND LICENSES

Texas Class C driver's license with a good driving record as measured by the City's evaluation system.

May be required to pass a polygraph examination; may serve as a notary public as needed.

EQUIPMENT

Dictaphone, multi-line telephone, fax, copier and computer.

Work shall be performed with tools, appliances and equipment approved by those agencies and bodies that have control, authority or approval of the design working ranges or limitations of those items; the employee has the responsibility to conform to those ranges and limitations.